



LIBRARY OF VIRGINIA

TRANSFORMING THE FUTURE OF LIBRARIES AND ARCHIVES: A SUMMER INTERNSHIP OPPORTUNITY

The Library of Virginia (LVA) is committed to the principles of Diversity, Equity, Access, and Inclusion and has begun an initiative to encourage diversity in the future workforce within libraries and archives. Through funding provided by the Library of Virginia Foundation, we are pleased to offer several paid internship opportunities this summer to college-level students from diverse backgrounds who are currently underrepresented in the Library field. Student interns will gain valuable experience working alongside LVA staff on current projects while gaining insight into what happens behind the scenes to preserve and organize collections and to make them accessible to the public in exciting new ways. Interns will also have a chance to hone their research, writing, and presentation skills while working collaboratively as part of a professional team. They will have a chance to hear from Library staff and guest speakers about the myriad of career options that cultural heritage institutions offer and to develop professional experience that may help them as they continue on their educational journey.

Each intern will work 20 hours per week for a 10-week period, beginning June 6 and ending August 12, and will receive a stipend of \$500 a week. The internships will involve both on site and virtual components.

VIRTUAL Q&A SESSION

The Library will hold a virtual open house for potential applicants on Friday, April 1, at 3 pm. Applicants will be able to ask questions and obtain additional information about the program at that time. Attendance at this virtual session is optional and not required to apply. Please contact humanresources@lva.virginia.gov to obtain the link for this virtual session if you are interested.

INTERNSHIPS ARE AVAILABLE THIS SUMMER IN THE FOLLOWING AREAS

- **Public History Internship:** Learn how public historians plan and deliver programs, exhibitions, educational resources and more to make the Library's vast collections and Virginia history content widely accessible to the public. This summer's intern will contribute to one or more department projects, depending on time and interest. These include adding primary source documents to [Document Bank of Virginia](#), the Library's online educational resource that assists teachers in making history exciting and relevant to their students; researching and writing a biography for the Library's website that highlights the life story of Matthew Lewis (ca. 1858-1926), the owner and publisher of several influential African American newspapers including the *Newport News Star*, or assisting with ongoing research for an upcoming exhibition on Abraham Peyton Skipwith, the first Black homeowner in what became Richmond's Jackson Ward. Finally, the intern may be asked to participate in program development for the 13th annual [Anne & Ryland Brown Teacher Institute](#), to be held in July/August 2022.

- **Manuscripts Internship:** Learn how archivists organize, conserve, describe, and prepare unique historical collections for use by researchers and the general public. Working alongside the Library's Senior Manuscripts Archivist, this intern will help to process the rich National Ideal Benefit Society collection. The National Ideal Benefit Society was an African American fraternal organization and cooperative established to provide "benefits, charity, relief and insurance for its members." Founded in 1912 by A. W. Holmes of Richmond, the Society served the African American community in central Virginia before expanding across the state and into Maryland, Pennsylvania, and Washington D.C. This collection covers 1912 to 1995 and includes claims, certificates, correspondence, financial records, meeting minutes, programs, receipts, reports, and other documents that detail the organization's work in and commitment to the African American community in providing financial security and assistance.
- **Visual Studies Internship:** Learn how public historians, archivists, and curators research, describe, and make unique photograph collections more widely accessible to the public. The intern will gain experience in conducting photo research and identification by utilizing the crowdsourcing power of local communities, as well as a combination of skills relating to image organization, workflows for digital access, and the development of exhibition content. Following a 1948 Hanover County bond referendum for the construction of a new school for African American students, the John M. Gandy High School opened in Ashland, Virginia in 1950. The newly digitized L.H. Freeman Jr. Photograph Collection includes several hundred negatives documenting students and school activities at Gandy during the 1950s. Working with the Visual Studies Collection Coordinator, the intern will help develop and implement a project to crowdsource identification of the photographs, unlocking individual stories of former students and boosting visibility of the collection. The project will include working with Hanover County historical organizations and school alumni to create a photograph exhibition in the locality.
- **Digital Collections Internship:** Develop your archival research skills, further your critical thinking within a digital humanities framework, and polish those writing skills as part of the Constitution Project! This intern will add new content to the existing [Virginia Constitutions](#) and [Constitution Project](#) websites through the use of digitization, visualization, and interactive content creation. Research topics include but are not limited to the restoration of rights to previously incarcerated individuals, redistricting for voting and schools, environmental protections in the state constitution, and gender, as it is constructed in the language of the 1971 Constitution and how current understanding may influence changes to that language.
- **Library of Virginia Foundation Internship:** Become an integral part of supporting the Library of Virginia's mission through an internship with the Library of Virginia Foundation! The Foundation intern will learn how to build a culture of philanthropy within an organization by working across all Library departments to explore projects and find funding opportunities. The Foundation intern will also sharpen their research skills by assisting with donor identification and updating the donor database. In addition, the intern will help draft and proofread fundraising appeals and event invitations and provide staff support at special events like the Weinstein Author Series, Book Breaks, and other Library programs.

- **Information Security Internship:** Are you intrigued by what really goes on in the Information Security world? Information Security is a complex, rapidly-changing, and multi-national challenge. Come and join LVA in the quest for more knowledge. Gain real life, applicable experience in the field. Learn tips and tricks that will take you from internship to a lifelong career, should you choose to take your experience further. At LVA we do more than look for threats. We work together to build secure environments (especially to protect our electronic collections and our users), plan effective training programs for all our employees, dive into scenarios that may present compromise, and much more. If you are someone who likes a challenge, then Information Security is the spot for you. No day is the same and you will be learning constantly.

APPLICATION INSTRUCTIONS

To apply for a Transforming the Future of Libraries and Archives Summer Internship, please send a one-page letter outlining your interest in the opportunity, along with information about your background, relevant skills and/or experience, and academic standing to humanresources@lva.virginia.gov. **Applications must be received no later than April 20, 2022 to be considered. This is a multiple internship recruitment. Please identify all internship positions that are of interest to you.**

In compliance with the Americans with Disabilities Act (ADA), if requested, reasonable accommodations will be provided to applicants in order to provide access to the application and/or interview process. If you require accommodations, please contact the Office of Human Resources at (804) 692-3586 or email humanresources@lva.virginia.gov.

The Library of Virginia is an equal opportunity employer and is committed to hiring a diverse and inclusive workforce that is reflective of the Commonwealth of Virginia. To be successful in this position, in addition to the qualifications listed, you will need to value working for an agency that fosters a diverse, open, inclusive, team-oriented work environment. All qualified applicants are afforded equal opportunities without regard to race, sex, color, national origin, religion, sexual orientation, gender identity, age, veteran status, political affiliation, genetics, or disability (except where physical requirements are a bona fide occupational qualification). Minorities are strongly encouraged to apply.

SPECIAL REQUIREMENTS

The Library of Virginia Foundation will record information from each new employee's Form I-9 (Employment Eligibility Verification) into the Federal E-Verify system to confirm identity and work authorization.

The selected candidate must successfully pass a criminal background check. A record of criminal history does not automatically bar an applicant from consideration.